



The Woodlands Township

The Woodlands, TX

Request for Bid

2013 Creekwood Park/Trinity Episcopal Church Parking Lot Improvements

Scope of Work: Provide labor and materials to improve identified sections of ***Creekwood Park/Trinity Episcopal Church Parking Lot*** located at 3901 S. Panther Creek Drive, The Woodlands, TX 77381. The Project includes varying amounts of seal coating, saw cutting, overlaying, and hot patching. The project also includes parking lot striping, stencils and signage.

General Specifications:

- The Woodlands Township reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals.
- By bidding, the bidder acknowledges and will adhere to all bid specifications as stated within this bid packet.
- Bidder is required to submit three (3) references of previous projects of similar or like nature.
- Evaluation of bid takes into account the following considerations: price, vendor's experience and date of proposed timeline.
- Late submittals will be rejected without consideration.
- All Bids must be made on the required BID TABULATION FORM. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted.
- Bid prices shall be firm for 90 days from bid opening.
- A conditional BID may be cause for rejection.
- There will be a Mandatory **Pre-Bid meeting** at the Creekwood Park Pavilion, 3901 S. Panther Creek Drive, The Woodlands, TX 77381 on **January 29, 2013 at 1:00 p.m.** Owner will meet potential contractors to answer questions and will also be available by phone, e-mail following the pre-bid.
- This will not be a public bid opening. Bid Tabulation Summaries will be shared with bidders after the The Woodlands Township has reviewed and approved.
- Any questions about the meaning, the intent or the specifications must be inquired by the Bidder in writing by **February 1, 2013 at 12:00 noon**. Fax or E-mail all questions to Michelle Betcher, Project Manager, at mbetcher@thewoodlandstownship-tx.gov. Any and all questions will be responded to in the form of written addenda. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Bid Tab Page. All addendums will be uploaded to the same location as the

Request for Bid on The Woodlands Township website.

(<http://www.thewoodlandstownship-tx.gov/Bids>).

- A BID includes the bid tabulation, references and acknowledgement of the general specifications which must be received by The Woodlands Township, Parks and Recreation Department, 8203 Millennium Forest Dr., The Woodlands, TX 77381 in a sealed envelope no later than **February 5, 2013 at 12 noon**. Each sealed envelope containing the bid(s) must be clearly marked on the outside **BID for Creekwood Park/Trinity Episcopal Church Parking Lot Improvements** and the envelope should bear on the outside the name of the bidder and their address.

Release Date: Thursday January 17, 2013

General Specifications and Acknowledgment

Bidder shall **complete every space** in the bidder's proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of the item being bid from the specifications.

	Description of Requirement	Bidder's Initials
1	The contractor will furnish all labor, materials, equipment, services, transportation, insurance and daily expenses to meet the requirements of this scope of work and specifications. Prices shall be inclusive of all costs.	
2	Attendance at the January 29, 2013, pre-bid meeting is mandatory and the site visitation form shall be submitted with this bid. (Attached).	
3	State the number of calendar days for this project to be completed in the bid form.	
Timeline		
4	<ul style="list-style-type: none"> • Bid Due Date – Bid Due – February 5, 2013 at 1pm. • Bid Review Date – February 5 - 8, 2013 • Award Contract – February 14, 2013 • Construction – March 4 – March 22 (Preference For Heavy Construction – March 11-15 – during Conroe ISD March Break) • Project Complete except final Sealant Application – March 22, 2013 • Project complete including final Sealant – October 15, 2013 	
Working in The Woodlands		
5	Contractors shall understand that one of the main emphases of this community is the preservation of the natural existing environment-that is the trees, bushes, wildflowers and wildlife, and to enhance it by additional landscaping and the development of the lakes and open space. The houses are being built with the natural woodlands preserved surrounding them. No one can replace what nature has created, and to preserve this beauty The Woodlands Township expects contractor cooperation. No trees, shrubs or vegetation should be unnecessarily removed or damaged. No trash, lumber, etc. can be dumped in the woods. No vehicles, etc. can be parked except in designated areas assigned by the superintendent.	
Standard of Conduct		
6	Work shall be conducted between 7:00 a.m. and 7:00 p.m., Monday through Saturday. The Woodlands Township may direct specific times for certain work to be performed so as to not to interfere with the community, School or Church events/services and programs which would include Township holidays.	
7	Each employee will be identified by a company uniform (shirt, pants and cap) and vehicles will be clean and all marked with company name.	
8	Safety of residents and visitors is of the utmost importance. It will be the contractor's responsibility to secure areas where the work is taking place.	

9	Contractor shall behave and operate in an environmentally sound and professional way, as to not create damage or cause exposure by virtue of negligence or omission.	
10	Contractor is responsible for repairing any damage to facilities, grounds or landscape that occurred as a result of the work.	
11	Equipment must be well maintained and in good condition.	
12	Contractor shall complete work within thirty (30)days of notice to proceed.	
Contractor's Responsibility		
13	Each contractor is responsible for locating all utilities prior to construction and providing written notification to owner prior to construction.	
14	Each contractor is responsible for repairing any damage to the existing facilities or grounds that occurred as a result of the construction, including but not limited to asphalt stains/tracks on cement.	
15	Each contractor is responsible for maintaining perimeter safety fencing in and around the work area while project is under construction	
16	Each contractor is responsible for the legal disposal and cost of debris removal.	
17	Bidders should carefully examine the bid documents, specifications and other documents, visit the sites of the work and fully inform themselves as to all conditions and matters which can in any way affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from specifications, or other documents, or be in doubt as to their meaning, he should at once notify The Township and obtain clarification prior to submitting a bid.	
18	Contractor shall verify all field conditions with The Woodlands Township.	
Insurance and Taxes		
19	No taxes shall be included in the bid price since The Woodlands Township is exempt from all sales tax. The Woodlands Township will provide selected vendor applicable proof of sales tax exemption.	
20	Contractor shall provide The Woodlands Township acceptable proof of insurance which meets the requirements as identified in this bid packet.	
Communication		
21	Bidder shall be capable of receiving communication and orders by fax, web, e-mail, and via phone call/message. Contractor(s) are expected to be in contact (email and phone) and weekly meetings with appointed project manager for The Woodlands Township. Additional meetings may be required between contractors selected regarding project related issues.	
Bonds		
22	Contractor may be required to provide The Woodlands Township a performance bond in the full amount of the contract prior to the commencement of work, with premiums fully paid in advance by the contractor. The bonds will be on forms and drawn on sureties acceptable to The Woodlands Township and are included in the total project cost (s).	

	Sub-contractors	
23	All construction shall be performed by the approved contractor or sub-contractor. A list of sub-contractors shall be submitted with the bid. If no sub-contractors are outlined in the proposal , no substitutions of sub-contractors will be permitted.	
	Compliance with Laws	
24	At contractor's own cost and expense, Contractor shall comply with all laws, ordinances, rules and regulations to the federal, state and local, American Disabilities Act (2011 Standards) and OSHA authorities and departments relating to or affecting the work hereunder, and shall secure and obtain any and all permits, licenses, certifications and consents as may be necessary in connection therewith.	
25	Contractor shall use EPA approved materials and be prepared to provide MSDS sheets for any materials utilized during the project.	
26	Traffic control, where and when needed, that meets the requirements of Montgomery County shall be provided as part of the unit cost.	
	Payment	
27	Partial payment will be paid by The Woodlands Township within thirty (30) calendar days after the invoice is received based on the Accounts Payable calendar which will be provided to the successful contractor.	
	Qualifications	
28	Contractor shall provide names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.	
29	Contractor shall provide a summary of contractor/vendor demonstrated capability, including length of time that your contractor/vendor has provided the services being requested in this Request for Proposal.	
30	Contractor shall provide at least three (3) references that received similar services from your vendor. The Woodlands Township reserves the right to contact any of the organizations or individuals listed. Information provided shall include: <ul style="list-style-type: none"> • Client name • Project description • Project start and end dates Client project manager name, telephone number and e-mail address	
	Warranty	
31	Contractor warranties all workmanship and materials for new asphalt for two (2) years from final payment. Sealant shall be warranted for 1 year.	
	Approvals	
32	An award of contract is subject to The Woodlands Township Board and/or Trinity Episcopal Church approval.	
	User Safety	

33	Contractor is responsible for maintaining perimeter safety fencing around work area and installing cautionary signage (provided by the Owner) 100 feet from the work while project is under construction. A safe working area shall be maintained.	
	Value Engineering	
34	Selected contractor will coordinate with The Woodlands Township a value engineering exercise to maintain probable cost within the established budget to insure project durability and quality.	
	Scope of Work- Creekwood Park/Trinity Episcopal Church Parking Lot Improvements	
35	All construction management and administration shall be included.	
36	All locations and measurements are approximate and must be verified by contractor.	
37	Saw cut, stabilize and install asphalt overlay (2" compacted to 1 ½" thick) over approximately 9,950 square feet at the Creekwood Park/Trinity Episcopal Church Parking Lot. Contractor must saw cut and remove existing concrete transitions, and re-compact base with 2 sack limestone stabilizer or crushed concrete in 3"-4" lifts to existing sub grade level. Contractor must apply a tack coat adhesive to create prior to overlay. All new areas must be sealed with an approved asphalt seal 90 days after installation of new asphalt. Areas to be overlaid have been marked by The Township. See Appendix A for location of approximate locations. All transitions to existing asphalt must be smooth transitions.	
38	Recut, stabilize and hot patch approximately 360 square feet to driveway area – marked on driveway and shown in Appendix A. Must be restabilized and compacted to grade level. Marked area where asphalt is higher than pea gravel sidewalk must be saw cut and overlaid to eliminate trip hazard.	
39	Remove all debris and apply two (2) coats of sealcoat to approximately 31, 000 square feet of asphalt parking lot as identified on Appendix A.	
40	All transitions with concrete must be sawcut 2' back from edge of concrete, restabilized and overlaid with smooth transitions back to grade. This is marked on Appendix A and is approximately 108 square feet.	
41	All Asphalt must meet the following specifications: Composition: 92%-96% of ASTM, C or CX blends are acceptable Compaction: 95% of ASTM Designation 1559 or 92%- 96% of D2041 ASTM Earth sub-grade must meet the following compaction specifications: 95% of ASTM D698 and +/- 2% of the soil optimum moisture content	
42	Contractor is responsible for repairing all graffiti or damage to the asphalt while it is wet, including vandalism, bicycle tracks and foot prints.	
43	If needed and where required soil will be backfilled at the edge of parking lot to provide a gentle grade.	
44	Contractor will provide and install handicapped parking signs in	

	accordance with 2011 ADA specifications and in keeping with existing signage. Contractor will submit signage plan for approval prior to installing signs.	
45	Contractor will stripe and stencil parking lot in accordance with 2011 ADA specifications. Contractor will submit striping/stenciling plan for approval prior to commencement of striping. Paint used for striping must be in white. Contractor will use one coat of Sherwin Williams rubber based traffic paint. (white)	

DATE

PRINT/TYPE NAME

TITLE

Company name

Email

Phone Number

Bid Tabulation Form *

Item	Unit	Unit Cost	Total Cost (Unit Cost X Quantity)
Sawcut, stabilize and install asphalt overlay (2" compacted to 1 ½" thick) over approximately 9,950 square feet at the Creekwood Park/Trinity Episcopal Church Parking Lot. Contractors must sawcut and remove existing concrete transitions, and re-compact base with 2 sack limestone stabilizer in 3"-4" lifts to existing sub grade level. Contractor must apply a tack coat adhesive to create prior to overlay. All new areas must be sealed with an approved asphalt seal 90 days after installation of new asphalt. Areas to be overlaid have been marked by The Township. See Appendix A for location of approximate locations.	Sq. foot	\$	\$
Recut, stabilize and hot patch approximately 360 square feet to driveway area – marked on driveway and shown with yellow in Appendix A. All locations and measurements are approximate and must be verified by contractor. Marked area where asphalt meets peagravel meets sidewalk must be sawcut and overlaid to eliminate trip hazard.	Sq. foot	\$	\$
Remove all debris and apply two (2) coats of sealcoat to approximately 31, 000 square feet of asphalt parking lot as identified on Appendix A.	Sq. foot	\$	\$
All transitions with concrete must be sawcut 2' back from edge of concrete, restabilized and overlaid with smooth transitions back to grade. This is marked on Appendix A and is approximately 108 square feet.	Each	\$	\$
Contractor will provide and install handicapped parking signs in accordance with 2011 ADA specifications and in keeping with existing signage. Contractor will submit signage plan for approval prior to installing signs.	Per Project	\$	\$
Contractor will stripe and stencil parking lot in accordance with 2011 ADA specifications. Contractor will submit striping/stenciling plan for approval prior to commencement of striping. Paint used for striping must be in white.	Per project	\$	\$
Number of Days to Complete			
TOTAL PROJECT COST			

NOTE: Bidder may bid on all or any portion of the items listed, with awards based on pricing and qualifications.

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature

Name (please print)

Company

Phone Number

Email

Creekwood Park/Trinity Episcopal Church Parking Lot Improvements

Site Visitation Form

There will no formal walkthrough of the park; however, a walk-through will be required as a condition of this bid. Each contractor is required to submit the Site Visitation Form as part of the bid submittal. Failure to submit the form will result in the bid being deem unresponsive.

I, _____, certify that I inspected the site in regards to the ***Creekwood Park/Trinity Episcopal Church Parking Lot Improvements*** which includes the driveway and parking lot areas indicated in Appendix A located at at 3901 S. Panther Creek Drive, The Woodlands, TX 77381.

Date of Visit

_____am/pm_____
Time of Visit

Signature

Name (please print)

Company

Addendum Acknowledgement.

Please indicate that you received the addenda by signing your name along with the date received.

Addenda #1 _____

Addenda #2 _____

Addenda #3 _____

References

Please provide information from three (3) references

1. Agency/Company/Client Name:

Project Manager Contact Name:

Contact Phone:

Email:

- Project Description
- Project start and end dates

2. Agency/Company/Client Name:

Project Manager Contact Name:

Contact Phone:

Email:

- Project Description
- Project start and end dates

3. Agency/Company/Client Name:

Project Manager Contact Name:

Contact Phone:

Email:

- Project Description
- Project start and end dates

Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance -	Statutory
Employer's Liability -	\$100,000
Automobile Liability (Including Owned and Non-Owned autos)	
Bodily Injury -	\$250,000 each person
-	\$500,000 each occurrence
Property Damage -	\$100,000 each occurrence
Commercial General Liability	
Combined Single Limits for Bodily Injury and Property Damage:	
Each occurrence for premises/operations:	
Broad form CGL liability coverage	\$1,000,000 -
Products/ Operations aggregate	\$1,000,000 -
Advertising Injury -	\$1,000,000 -
General Aggregate -	\$2,000,000 -
Umbrella Liability	- \$1,000,000 each occurrence
	- \$1,000,000 annual aggregate
	- \$ 25,000 self- insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Township. The Woodlands Township shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against The Woodlands Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify The Woodlands Township to The Woodlands Township in duplicate, evidencing compliance with all requirements herein. The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless The Woodlands Township.

APPENDIX A

